REPORTS INVENTORY

CONTROL NO.

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)	2. TYPE OF REPORT	X	STATISTICAL
			NARRATIVE
LSD/EDRB Statistical (Status of Funds)			MACHINE-NAME LISTING

3. FUNCTIONAL AREA	PERSONNEL		TRAINING		ADMIN. GENERAL
	LOGISTICS		SECURITY		OTHER (specify)
	MEDICAL	X	FINANCE		

| 4. NO. OF COPIES PREPARED | 5. FREQUENCY (weekly, monthly, quarterly, etc.) | 6. DISTRIBUTION (No. of components not number of copies) |
| 3 | Monthly, plus Cumulative Report Semi-annually to EO/OL | Monthly - LSD and Branches, plus Semi-annually to EO/OL |

7. FORMAT (memorandum, form computer print-out, etc)	8. ADP PROCESSING			9. DIRECTIVE AUTHORITY REQUIRING REPORT
		YES	IF YES GIVE ADP PROCESSING NO.	
LSD Format	X	NO		LSDI 7-2

| 10. PREPARING COMPONENT (include lowest level contributing information to report) | 11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) |
| Branch | See attached sheet |

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-7.4	$4.28		12		$51.36		12		$616.32

B. COSTS OF COMPUTER PRODUCED REPORTS

| TOTAL COSTS PER YEAR | $616.32 |

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT		ESTIMATED SAVINGS	
X RETAIN AS IS OTHER (explain)		MAN-HOURS	DOLLARS
CHANGE			
DISCONTINUE			

| 16. DATE OF INVENTORY | 17. NAME AND TITLE OF PERSON FURNISHING INFORMATION | 18. EXTENSION |
| 9 October 197_ | | |

FORM

LSD Statistical (Status of Funds)

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
LSD/EDRB									
GS-7. 4	$ 4. 28		12		$51. 36		12		$ 616. 32
LSD/SM&FB									
GS-9. 5	$ 5. 38		2		$ 10. 76		12		$ 129. 12
GS-5. 1	$ 3. 15		1		$ 3. 15		12		$ 37. 80
LSD/TFB									
GS-11. 8	$ 7. 06		2		$ 14. 12		12		$ 169. 44
GS-4. 3	$ 3. 00		1		$ 3. 00		12		$ 36. 00'
LSD/BSB									
GS-9. 4	$ 5. 23		1		$ 5. 23		12		$ 62. 76
GS-7. 4	$ 4. 54		1		$ 4. 54		12		$ 54. 48
GS-4. 1	$ 2. 81		1		$ 2. 81		12		$ 33. 73

LSD/EDRB Statistical (Status of Funds)

1. Chit (LSD) - Daily Jacket
2. #1159 -Cash Journal -
3. Check to Bank
4. Inventory Sheet
5. Reimbursement Vouchers
6. Statements of Accounts
7. Reservation lists
8. Members hip Records Form